AgLearn Job Aid

- Supervisor

Version 1.0

Overview

The relationship between supervisors and students* plays an important role in the AgLearn system. Through this relationship, supervisors have the ability to manage and develop training for each student under their supervision. A student's training supervisor assigned in the AgLearn system may be different from the supervisor he/she reports to on a daily basis. A supervisor in the AgLearn system only manages a student's, under their supervision, training and leaning needs.

As a training supervisor in the AgLearn system, users can perform the following functions for their students:

- View student records
- Manage student development plans
- Enroll (or unenroll) students into/from Schedule Instances
- Run a variety of reports from their student's records, the user's personal student record, or a report that includes both

Each agency must determine what roles, if any, a supervisor will have in the AgLearn system. Depending on the permissions granted by the agency's administrator, there may be limitations on the tasks a supervisor can perform. Please contact the agency's training officer with any questions or concerns regarding the role as a supervisor.

*Note: Students that are under the direct supervision of a training supervisor are noted in the system as both a student and a subordinate.

Viewing Student Records

Supervisors can view other student records while logged into the AgLearn system under their own user name and password. However, they are only permitted to view their own record and those of students under their direct supervision. To view a student's learning information, click the Viewing link above the top navigation bar on the AgLearn screen. If no Viewing link is displayed on the screen, this indicates to the student that he/she currently has no students under his/her training supervision and cannot perform the functions of a supervisor.

After clicking the Viewing link, a list of students will be displayed on the screen. The students listed are the subordinates for the user logged into the AgLearn system. Select a student's information to view. The student's name will be displayed next to the Viewing link.

While viewing the information, a supervisor will be able to perform all the same functions that a student can except launch online content. In addition, a supervisor can make no changes to the student's information including the user password. If changes need to be made, please contact the agency's administrator who can make the appropriate changes.

The following step-by-step instructions are provided for viewing a student's record as a supervisor.

Viewing a Student Record as a Supervisor

Step	Action
1.	Click the **Viewing** link at the top of the screen
2.	Click the appropriate radio button(s) for the student(s) records to view.
3.	Click the **Submit** button.

To return to the supervisor's student record, click the **Viewing link**. Then click the **Back to Self** link to return to the Student Information page.

Managing Student Development Plans as a Supervisor

Supervisors can also view their students' development plans while logged into AgLearn under their own user name and password. Supervisors are only permitted to view their own development plan and the development plans for students under their training supervision. Supervisors have the option to perform the following tasks for their students:

- Add/ Remove Components that he/she added to the student's development plan
- Approve pending enrollment in the Current Enrollment view of the development plan.

From the **Manage Development Plan** link on the left navigation bar, supervisors can add training to their students' development plans. This is a fast way for supervisors to add a learning activity (component) for their students(s). Once a learning activity has been added, AgLearn will record this task as completed by the supervisor and will display the supervisor's name and ID in the column indicating who added the record.

Adding Components

Step	Action
1.	Click the **Manage Development Plan** link on the left navigation bar.
2.	Under the Add Students Section; Click the **add one or more from list** link.
3.	A list of all students under the supervisor's training supervision will be available to select. Click the appropriate **Add** checkbox(s) to select the student(s) where the component will be added to their development plan(s).
4.	Click the **Add** button. The page will return to the Add Students Page.
5.	Click the **Continue** button.
6.	Select the radio button: **Add Components.**
7.	Click the **Continue** button.
8.	Under the Select Component to Add section, click the **add one or more from list** link.
9.	Enter the search criteria for the component to be added to the student's development plan in the textboxes.

10.	Click the **Search** button.
11.	Click the appropriate **Add** checkbox(s) to add component(s) to the student's development plan.
12.	Click the **Add** button. The page will return to the Add/Remove Components Page.
13.	Click the **Continue** button.
14.	Enter the **Component Type** in the textbox OR Search for the **Component Type:** • Click the Blue Search Icon • Enter the search criteria for the **Component Type** • Click the **Search** button • Click the **Select** checkbox(s) next to the selected Component Type.
15.	Enter the **Assign Date** OR • Click the Calendar Icon • Select the **Assign Date**
16.	Click the **Continue** button.
17.	Enter the **Required Date** OR • Click the Calendar Icon • Select the **Required Date**
18.	Click the **Finish** button. The Status page will be displayed indicating that the component(s) has been added to the student's development plan.

If a student does not need to complete a specific component for whatever reason, supervisors can remove the component from the student's development plan.

Removing Components

Step	Action
1.	Click the **Manage Development Plan** link on the left navigation bar.
2.	Under the Add Students Section; Click the **add one or more from list** link.
3.	A list of all students under the supervisor's training supervision will be available to select. Click the appropriate **Add** checkbox(s) to remove student(s) from a component.
4.	Click the **Add** button. The page will return to the Add Students Page.
5.	Click the **Continue** button.
6.	Select the radio button: **Remove Components.**
7.	Click the **Continue** button.
8.	Under the Select Component To Remove section, click the **add one or more from list** link.
9.	Enter the search criteria for the component(s) to be removed from a student's development plan in the textboxes.
10.	Click the **Search** button.
11.	Click the appropriate **Add** checkbox(s) to remove the component(s).
12.	Click the **Add** button. The page will return to the Add/Remove Components Page.
13.	Click the **Finish** button. The Status page will be displayed indicating that the component(s) has been removed from the student's development plan.

Some training may require supervisory approval. An approval can be required for schedule instances and/or instructor-led classes. If a student requests to participate in training that requires approval, the student's training supervisor will need to view the student's development plan and approve the training. A student will not be enrolled in a schedule instance or authorized to take an online course if approval from the supervisor is not granted. Below are the steps for approving training.

Approving Component Requests

Step	Action
1.	Click the **Viewing** link at the top of the screen
2.	Click the appropriate radio button(s) for the student(s) record to view.
3.	Click the **Submit** button.
4.	From the left navigation bar, click the **Development Plan** link.
5.	Click the **Approve** button next to the corresponding component the supervisor is approving for the student to enroll.

Enrolling (or Unenrolling) Students into/from Schedule Instances

Supervisors can enroll (or unenroll) students into Schedule Instances while logged into AgLearn under their own user name and password. When supervisors launch the Enrollment Assistant, they can only enroll /unenroll students under their supervision into/from a Schedule Instance.

The **Enrollment Assistant** link on the left navigation bar is a tool that provides the supervisor a way to enroll or unenroll a batch of students into or from the same Schedule Instance. When using the assistant, supervisors have the option to enroll/unenroll multiple students at a time.

Enrolling One or Many Students

Step	Action
1.	Click the **Enrollment Assistant** link on the left navigation bar.
2.	Select the correct radio button: **Enroll Students**
3.	Click the **Continue** button.
4.	Enter the **Schedule Instance ID** in the textbox. OR Search for the **Schedule Instance ID** • Click the Blue Search Icon. • Enter the search criteria for the Schedule Instance • Click the **Search** button • Click the **Select** button next to the appropriate Instance
5.	Click the **Continue** button.
6.	Under the Add Students Section; Click the **add one or more from list** link.
7.	A list of all students under the supervisor's supervision will be available to select. Click the appropriate **Add** checkbox(s) to enroll student(s) into a Schedule Instance.
8.	Click the **Add** button. The screen will return to the Add Students Page. Note: Verify the drop down menu option is ENROLL

9.	Verify the appropriate Students were added to the bottom half of the page, Click the **Continue** button.
10.	Enter **Comments** to edit the assignment, if applicable, for each student in textbox(s).
11.	Click the **Continue** button.
12.	Edit the **Financial Data** in the appropriate fields, where applicable.
13.	Click the **Continue** button.
14.	From the Record Enrollment page, use the checkboxes to indicate whom to send email notifications: • **Student** (required) • **Instructors** • **Supervisor** • **Others**
15.	Verify the Recorded Enrollment. • If changes need to be made click the **Previous** button. • When finished entering the recorded enrollment, click the **Finish** button.
16.	A status page is displayed indicating that the enrollment process was successful.

Unenrolling One or Many Students

Step	Action
1.	Click the **Enrollment Assistant** link on the left navigation bar.
2.	Select the correct radio button: **Unenroll Students**
3.	Click the **Continue** button.
4.	Enter the **Schedule Instance ID** in the textbox. OR Search for the **Schedule Instance ID** • Click the Blue Search Icon. • Enter the search criteria for the Schedule Instance • Click the **Search** button • Click the **Select** button next to the appropriate Instance
5.	Click the **Continue** button.
6.	Under the Select Students to Unenroll Section; Click the appropriate **Unenroll** checkbox(s) to unenroll student(s) from a Schedule Instance
7.	Click the **Continue** button.
8.	From the Record Unenrollment page, use the checkboxes to indicate whom to send email notifications: • **Student** (required) • **Instructors** • **Supervisor** • **Others**
9.	Verify the Recorded Unenrollment. • If changes need to be made click the **Previous** button. • When finished entering the recorded unenrollment, click the **Finish** button.
10.	A status page is displayed indicating that the unenrollment process was successful.

Running Reports

Supervisors can run reports on themselves, their students, or both while logged into AgLearn under their own user name and password. Reports can be run on a variety of topics. Below is a description of each report:

- **Component Requests:** This report shows students that have requested components but have not yet been enrolled or waitlisted in a schedule instance of the component.
- **Learning Needs:** This report shows the students' outstanding training requirement(s) for the component (activity) specified. Required dates of training for each activity are also included.
- **Qualification Status:** This report displays the status of the selected student(s) for the selected qualification(s). The report will display qualifications that are complete, incomplete or both.
- **Student Information:** This report displays a repository of employment and personal information on the student.
- **Component status:** This report shows each student's completion status for the components they participated in during the date range specified. If no date range is specified, all records will be included.
- **Development Plan:** This report shows a student(s) list of learning activities that must be complete, and the required dates of completion for each activity.
- **Learning History:** This report shows the learning events in which the student(s) participated in during the date range specified.
- **Learning Hours:** This report shows the total number of "hours" of a specified type that the student has completed.

The **Reports** link on the left navigation bar allows supervisors to run a variety of reports on their students, their own record, or a report that includes both. AgLearn allows users to generate multiple reports and customize the reporting fields. Reports are displayed in PDF format and can be printed locally.

Running a Report

Steps	Actions
1.	Click the **Reports** button from the left navigation bar. A list of reports to run will be displayed
2.	Click the **name (a link) for the report** to run.
3.	Click the appropriate radio button in the **Student** level for whom

	to generate a report: • Yourself • Your Subordinates • Both
4.	Click the appropriate radio buttons indicating how to **Group By** and **Sort By** the report.
5.	Enter the **Report Title** in the textbox.
6.	Click the **Run Report** button. A window will open with the report.
7.	Printing: To print the report, click **File** on the top navigation bar.
8.	Select **Print** from the drop-down menu.
9.	Select the printing options and click the **OK** button.